

Electorate Officer

ANZSCO: 224911

Group B

Job description

Electorate Officer manages the electorate office of a politician, and liaises with constituents and the media on their behalf.












About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Electorate Officer is a VETASSESS Group B occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP B	Criteria for a positive Skills Assessment			
	Minimum comparable Bachelor or higher degree AQF level***	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	 + 	N/A	+ 	1 YEAR minimum
2	 + No highly relevant major	+ 	+ 	2 YEARS minimum
3	 + No highly relevant major	+ No additional highly relevant qualifications	+ 	3 YEARS minimum
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Comparable Bachelor degree AQF level
4	 + 	+ N/A	+ N/A	+ 
	Within last 5 years			

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

*** Bachelor degree or higher degree includes:

- > AQF Master Degree or
- > AQF Doctoral Degree

** Highly relevant paid employment duration (20 hours or more per week)

1–3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 6 years of relevant employment required – five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years. A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

There is no specified major area of study for the occupation of Electorate Officer, but qualifications and subjects may be in the following fields:

- History
- Political Science
- Government
- Economics
- Sociology
- Anthropology
- Media and Communication
- Public Relations
- International Studies
- Quantitative Social Research
- Human Resource Management
- Financial Planning
- Political Theory and Institutional Design
- Global Environmental Politics
- Political and Social Inquiry
- Public Affairs
- Business and Government
- Trade Policy and Politics
- International Political Economy
- Microeconomics and Macroeconomics
- Public Finance

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

- Oversees the running of the electorate office
- Liaises with constituents of the electorate
- Liaises with the media on behalf of the politician
- May act as scrutineer in election campaigns
- Organises aspects of election campaigns such as doorknocks, letter drops and rallies
- Conducts research on issues of importance to constituents
- Supervises office staff

